December 1987
Vol. 46, No. 12

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ABSENTEEISM

12-1

Grasing, Robyn.

Back to basics: a refresher course on managing attendance problems. Supervision, 49:3-5, October 1987.

Descriptors: *Absenteeism control / *Supervisors--Responsibilities.

12-2

Wilkinson, Roderick.

There's illness and illness. Supervision, 49:6-8, November 1987.

Descriptors: *Absenteeism causes / *Sick leave.

ASSESSMENT CENTERS

12-3

Ryan, Ann Marie and Paul R. Sackett.

A survey of individual assessment practices by I/O psychologists. Personnel psychology, 40:455-488, Autumn 1987.

I/O = Division of Industrial and Organizational Psychology (American Psychological Association).

Descriptors: *Assessment centers--Research / *Executives--Selection--Research / *Executives--Evaluation--Research.

CAREER PLANNING

12-4

Costello, J. Paul.

Tapping the career potential in your company. Management world, 16:8+, September-October 1987.

Descriptors: *Career planning.

12-5

Davidson, Jeffrey P.

Selling yourself in the career market. Management world, 16:6-7, September-October 1987.

Descriptors: *Career planning.

12-6

O'Hare, Marianne M. and Nicholas J. Beutell.

Sex differences in coping with career decision making. Journal of vocational behavior, 31:174-181, October 1987.

Descriptors: *Women--Career planning--Research / *Occupations and occupational choice--Research.

CAREER STAFFING

12-7

Gross, Alan L. and Mary Lou McGanney.

The restriction of range problem and nonignorable selection processes. Journal of applied psychology, 72:604-610, November 1987.

Descriptors: *Selection--Methods.

12-8

Powell, Gary N.

The effects of sex and gender on recruitment. Academy of Management review, 12:731-743, October 1987.

Descriptors: *Recruitment--Research / *Discrimination--Research.

CHANGE, ORGANIZATIONAL

12-9

Cameron, Kim S., Myung U. Kim and David A. Whetten.
Organizational effects of decline and turbulence. Adminstrative science quarterly, 32:222-240, June 1987.
Descriptors: *Change, Organizational--Research / *Organizational effectiveness--Research.

12-10 Id72 .W31r

Waterman, Robert H., Jr.
The renewal factor: how the best get and keep the competitive edge. New York: Bantam Books, 1987. 338 p.
Descriptors: *Change, Organizational / *Industrial management.

CIVIL SERVICE, FEDERAL

12-11

Clark, Timothy B.
For love or money. Government executive, 19:72, October 1987.
Descriptors: *Civil service--Administration--Evaluation / Federal government.

12-12

Davis, Robert L. and O. Glenn Stahl.
Point/counterpoint on SES reform. Bureaucrat, 16:3-4, Fall 1987.
Descriptors: *Senior executive service--Evaluation / Federal government.

12-13

Lane, Larry M.
Public service in crisis and transition. Bureaucrat, 16:5-10, Fall 1987.
Descriptors: *Civil service--Administration--Evaluation / *Personnel administration--Evaluation / Federal government.

12-14

Levine, Charles.
U.S. civil service: a situation report. Classifiers column (Classification and Compensation Society), 18:5-7, June 1987.
Descriptors: *Civil service--Administration--Evaluation / Federal government.

12-15

Linsley, Clyde.
Politics and the civil service. Government executive, 19:48-51+, November-December 1987.
Descriptors: *Civil service reform--Evaluation / *Political executives / Federal government.

12-16

Messner, Howard M.
Freedom to manage. Government executive, 19:70, November-December 1987.
Descriptors: *Civil service reform--Administration--Evaluation / *Executives--Responsibilities / *Management--Evaluation / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

12-17

Schmidt, Richard, Lucretia Dewey Tanner and Joan Turek-Brezina.
Next generation of leaders unhappy too. Bureaucrat, 16:11-15, Fall 1987.
Descriptors: *Executives / *Civil service--Administration--Evaluation / Federal government.

CIVIL SERVICE, FOREIGN

12-18

Prachyapruit, T.
Thailand's elite civil servants and their development-orientedness: an empirical test of national data. International journal of public administration, 10:395-419, no. 4 1987.
Descriptors: *Thailand--Civil service.

COMMUNICATION

12-19

Laus, Michael D.
How I learned to love meetings. Management world, 16:16, September-October 1987.
Descriptors: *Meetings--Evaluation / *Communication in management.

12-20

Rudin, Sherwood.
Banishing writer's block from letters, reports, and memos. Personnel, 64:46-53, April 1987.
Descriptors: *Writing improvement.

12-21

Salsbury, Gregory B. and Carole J. Ritter.
We've got to stop meeting like this! Management world, 16:14-15, September-October 1987.
Descriptors: *Meetings--Evaluation / *Communication techniques.

COMPENSATION

12-22

Ball, Catherine A.
The Federal pay reform challenge remains far from met. Federal times, 23:17+, November 16, 1987.
Descriptors: *Pay / *Performance-based pay / *Performance-based pay--Evaluation / Federal government.

12-23

Berkowitz, Leonard and others.
Pay, equity, job gratifications, and comparisons in pay satisfaction. Journal of applied psychology, 72:544-551, November 1987.
Descriptors: *Pay rates--Research / *Job satisfaction research.

12-24

Bowen, Ezra.
Raiders in the groves of academe. Time, 130:69, November 23, 1987.
Descriptors: *College professors--Pay / *College professors--Recruitment.

12-25
Hills, Frederick S. and others.
Merit pay: just or unjust desserts. Personnel administrator, 32:52-59, September 1987.
Descriptors: *Performance-based pay / *Performance-based pay--Administration--Evaluation.

12-26
Jenkins, Nichole.
Labor law--comparable worth statistics and studies alone are insufficient to establish sex-based wage discrimination under Title VII of the Civil Rights Act of 1964 [AFSCME v. Washington]. Howard law journal, 29:669-682, no. 4 1986.
AFSCME = American Federation of State, County and Municipal Employees.
Descriptors: *Pay rates--Law and legislation / *Pay rates--Cases / *Women--Pay.

12-27
Montgomery, Edward and William Wascher.
Race and gender wage inequality in services and manufacturing. Industrial relations, 26:284-290, Fall 1987.
Descriptors: *Pay rates--Research.

12-28
Nathan, Felicia.
Analyzing employers' costs for wages, salaries, and benefits. Monthly labor review, 110:3-11, October 1987.
Descriptors: *Fringe benefits--Research / *Fringe benefit administraion--Research.

12-29
O'Connor, Bridget.
Pay equity and the automated office. Administrative management, 48:15, November 1987.
Descriptors: *Pay rates / *Women--Pay / *Office workers--Pay.

12-30
Ropp, Kirkland.
HR management for all it's worth. Personnel administrator, 32:34-40+, September 1987.
Descriptors: *Executives--Pay / *Personnel directors--Pay / Surveys.

12-31
Schuster, Michael H. and Christopher S. Miller.
Gainsharing--a productivity tool. Quality circles journal, 10:24-38, September 1987.
Descriptors: *Incentive pay / *Profit-sharing / *Productivity improvement.

COMPENSATION (Cont'd)

12-32
Sorensen, Elaine.
Effect of comparable worth policies on earnings. Industrial relations, 26:227-239, Fall 1987.
Descriptors: *Pay rates--Research / *Women--Pay--Research.

12-33
Walter, Robert E., Jr.
Collectively bargained benefits. Personnel administrator, 32:44-48, September 1987.
Descriptors: *Fringe benefit administration / *Collective bargaining.

COUNSELING

12-34
Barewin-Riley, Barbara.
Troubled employees: a local government's response. Public management, 69:5-8, September 1987.
Descriptors: *Counseling--Case studies / *Problem employees.

DISCIPLINE

12-35
Dayton, William.
Disciplinary acorns. Supervision, 49:9-10, November 1987.
Descriptors: *Discipline.

EMPLOYEE CONDUCT

12-36
Anderson, Katherine S.
Employer liability under Title VII for sexual harassment after Meritor Savings Bank v. Vinson. Columbia law review, 87:1258-1279, October 1987.
Descriptors: *Harassment--Cases / *Employers' liability--Cases.

12-37
Caudill, Donald W.
Some less recognized forms of employee theft. Management solutions, 32:43-45, October 1987.
Descriptors: *Employee theft / *Time management.

12-38
Chrysler, Earl.
Impact of computer crime on EDP audits. Journal of systems management, 38:33-40, November 1987.
Descriptors: *Computer crimes / *White collar crimes.

12-39
Shaw, G. Jerry and Pamela A. Green.
Drugs in the workplace: workers may have right to independent tests. Federal career insights, 3:7, November 1987.
Descriptors: *Drugs--Cases / *Employee rights / Federal government.

EMPLOYEE HEALTH AND MEDICAL CARE

12-40

Bruning, Nealia S. and David R. Frew.
Effects of exercise, relaxation, and management skills training on physiological indicators: a field experiment. Journal of applied psychology, 72:515-521, November 1987.
Descriptors: *Stress, Psychological--Research / *Health, Employee--Research.

12-41

Burda, David.
The nation looks for new ways to finance care for the aged. Hospitals, 61:48-54, September 20, 1987.
Descriptors: *Medical care--Costs / *Medical care--Finance / *Insurance, Health.

12-42 KF3804 .A54D67 1987

Dornette, William H.
AIDS and the law. New York: Wiley, 1987. 375 p.
Descriptors: *AIDS (Disease)--Law and legislation.

12-43

Newton, T. J. and A. Keenan.
Role stress reexamined: an investigation of role stress predictors. Organizational behavior and human decision processes, 40:346-368, December 1987.
Descriptors: *Stress, Psychological--Research.

12-44

Randall, Donna M.
Protecting the unborn. Personnel administrator, 32:88-90+, September 1987.
Descriptors: *Health, Employee / *Pregnancy / *Hazardous occupations.

12-45

Tetrick, Lois E. and James M. LaRocco.
Understanding, prediction, and control as moderators of the relationships between perceived stress, satisfaction, and psychological well-being. Journal of applied psychology, 72:538-543, November 1987.
Descriptors: *Stress, Psychological--Research / *Control (Psychology)--Research.

EQUAL OPPORTUNITY IN EMPLOYMENT

12-46

Johnson, Theresa.
Affirmative action as a Title VII remedy: recent U.S. Supreme Court decisions, racial quotas and preferences. Labor law journal, 38:574-581, September 1987.
Descriptors: *Affirmative action--Cases / *Discrimination--Law and legislation / *Equal opportunity in employment--Cases.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

12-47
Laponsky, Mark D.
Procedural problems and considerations in representing Federal employees in equal employment opportunity disputes. Howard law journal, 29:503-538, no. 4 1986.
Descriptors: *Equal opportunity in employment--Law and legislation / *Equal opportunity in employment--Cases / *Grievances--Procedures / *U.S. Equal Employment Opportunity Commission--Rules and practice / *U.S. Merit Systems Protection Board--Rules and practice / *Appeals--Procedures / Federal government.

12-48
Sullivan, George M.
Pregnancy discrimination: a state or national policy? Labor law journal, 38:665-671, October 1987.
Descriptors: *Women--Discrimination--Cases / *Pregnancy.

ETHICS

12-49
Hosmer, LaRue Tone.
Ethical analysis and human resource management. Human resource management, 26:313-330, Fall 1987.
Descriptors: *Ethics / *Business ethics / *Personnel administration.

12-50
Josephson, William and Russell Pearce.
To whom does the government lawyer owe the duty of loyalty when clients are in conflict? Howard law journal, 29:539-569, no. 4 1986.
Descriptors: *Legal ethics / *Government attorneys--Responsibilities / *Loyalty.

12-51
Moore, W. John.
The Office of Government Ethics: vigilant watchdog or toothless terrier? Government executive, 19:22+, October 1987.
Descriptors: *Civil service ethics / *U.S. Office of Government Ethics / Federal government.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

12-52
DeKeyser, James and Jerome DeNuccio.
Earning respect as a manager. Administrative management, 48:14-15, October 1987.
Descriptors: *Executives--Abilities / *Executive effectiveness.

12-53
Ehrlich, Elizabeth.
What the boss is really like. Business week, p. 37+, October 23, 1987.
Descriptors: *Executives--Characteristics.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

12-54
Gordon, Harold W., Martin P. Charns and Eileen Sherman.
Management success as a function of performance on specialized cognitive tests. Human relations, 40:671-698, October 1987.
Descriptors: *Executives--Abilities--Research / *Performance--Research / *Cognition--Physiological aspects.

EXECUTIVES--RESPONSIBILITIES

12-55
Byrne, John A. and Laurie Baum.
The limits of power. Business week, p. 33-35, October 23, 1987.
Descriptors: *Executives--Responsibilities.

12-56
DuBrin, Andrew J.
Overcoming your resistance to goals. Management solutions, 32:40-42, October 1987.
Descriptors: *Executives--Responsibilities / *Goals / *Goal setting.

12-57
Eldredge, Walter J.
Managing young professionals for excellence. Administrative management, 48:16-17, November 1987.
Descriptors: *Executives--Responsibilities / *Management / *Professional employees.

12-58
Nussbaum, Bruce.
The changing role of the CEO. Business week, p. 13-17+, October 23, 1987.
Descriptors: *Executives--Responsibilities.

12-59
Svara, James H.
The responsible manager: building on the Code and the Declaration. Public management, 69:14-19, September 1987.
Descriptors: *Executives--Responsibilities / *Ethics / Local government.

EXECUTIVES--SELECTION AND TESTS

12-60
Sahl, Robert J.
Succession planning--a blueprint for your company's future. Personnel administrator, 32:101-102+, September 1987.
Descriptors: *Executive succession--Planning.

12-61
Smith, Mark and Michael C. White.
Strategy, CEO specialization, and succession. Administrative science quarterly, 32:263-280, June 1987.
Descriptors: *Executive succession--Research / *Executives--Selection--Research.

EXECUTIVES--SELECTION AND TESTS (Cont'd)

12-62
Wagel, William H.
A team approach to selecting managers. Personnel, 64:4-6, April 1987.
Descriptors: *Executives--Selection--Case studies.

EXECUTIVES--TRAINING

12-63
Phillips-Madson, Lynda J. and Paula R. Sloan.
E.M.B.A. buyers, beware. Management review, 76:52-54, November 1987.
E.M.B.A. = Executive Master of Business Administration [Program].
Descriptors: *Executives--Training / *Master of Business Administration Degree--Comparative studies.

12-64
Stupak, Ronald J.
How to grow a public executive: the Federal Executive Institute experience. International journal of public administration, 10:439-464, no. 5 1987.
Descriptors: *Federal Executive Institute / *Executives--Training--Evaluation / Federal government.

HOURS OF WORK

12-65
Forbes, Daniel.
Part-time work force. Business month, 130:44-47, October 1987.
Descriptors: *Part-time workers / *Part-time work.

12-66
Levine, Hermine Zagat.
Alternative work schedules: do they meet workforce needs? part 2. Personnel, 64:66-71, April 1987.
Descriptors: *Flexible working hours.

12-67
Olmsted, Barney.
(Flex) time is money. Management review, 76:47-51, November 1987.
Descriptors: *Flexible working hours.

INCENTIVE AWARDS AND PROGRAMS

12-68
Kellam, Susan.
Payoffs too sporadic in suggestion program, panel told. Federal times, 23:3, November 16, 1987.
Descriptors: *Suggestion systems / *Financial incentives / Federal government.

INSURANCE, HEALTH

12-69
Health insurance overview. Best's review (Life/health insurance edition), 88:36-38+, October 1987.
Contents: The hidden costs of managed care, by Kathleen Angel; The next stage in managed care, by David H. M. Matheson; A new deal for long-term care, by Max E. Lemberger; Not by price alone, by Kenneth T. La Pensee.
Descriptors: *Medical care--Costs / *Insurance, Health--Research.

INTERVIEWING

12-70

Bacas, Harry.

Hiring the best. Nation's business, 75:68+, October 1987.

Descriptors: *Interviewing / *Selection.

12-71

Raza, Susan M. and Bruce M. Carpenter.

A model of hiring decisions in real employment interviews. Journal of applied psychology, 72:596-603, November 1987.

Descriptors: *Interviewing--Research / *Selection--Methods.

JOB ANALYSIS

12-72

Mumford, Michael D. and others.

Measuring occupational difficulty: a construct validation against training criteria. Journal of applied psychology, 72:578-587, November 1987.

Descriptors: *Occupations--Research / *Job analysis--Research.

JOB EVALUATION

12-73

Candrilli, Alfred J. and Ronald D. Armagast.

The case for effective point-factor job evaluation, viewpoint 2. Personnel, 64:33-36, April 1987.

A defense of point-factor job evaluation, answering an article by Edward E. Lawler, III which is critical of this method (Personnel, 64:5-6, January 1987).

Descriptors: *Job evaluation / *Factor evaluation system.

12-74

Plachy, Roger.

The case for effective point-factor job evaluation, viewpoint 1. Personnel, 64:30-32, April 1987.

A second rebuttal to the article by Edward E. Lawler, III (Personnel, 64:5-6, January 1987).

Descriptors: *Job evaluation / *Factor evaluation system.

JOB SATISFACTION

12-75

Adelmann, Pamela K.

Occupational complexity, control, and personal income: their relation to psychological well-being in men and women. Journal of applied psychology, 72:529-537, November 1987.

Descriptors: *Stress, Psychological--Research / *Control (Psychology)--Research / *Job satisfaction research.

12-76

Greenhaus, Jeffrey H., Arthur G. Bedeian and Kevin W. Mossholder.

Work experiences, job performance, and feelings of personal and family well-being. Journal of vocational behavior, 31:200-215, October 1987.

Descriptors: *Job satisfaction research / *Work values--Research.

JOB SATISFACTION (Cont'd)

12-77

Pond, Samuel B., III and Paul D. Geyer.

Employee age as a moderator of the relation between perceived work alternatives and job satisfaction. Journal of applied psychology, 72:552-557, November 1987.

Descriptors: *Job satisfaction research / *Older worker--Research / *Age--Research.

JOB SEARCH

12-78

Barnum, Carol M.

Writing resumes that sell. Management world, 16:10-11+, September-October 1987.

Descriptors: *Resumes.

LABOR FORCE

12-79

Hayghe, Howard V. and Steven E. Haugen.

A profile of husbands in today's labor market. Monthly labor review, 110:12-17, October 1987.

Descriptors: *Labor force--Research / *Labor force--Statistics.

12-80

Howe, Wayne J.

Strong employment growth highlights first half of 1987. Monthly labor review, 110:64-69, September 1987.

Descriptors: *Labor force--Tables.

12-81

Podgursky, Michael and Paul Swain.

Duration of joblessness following displacement. Industrial relations, 26:213-226, Fall 1987.

Descriptors: *Unemployed--Research / *Labor supply--Research.

LABOR-MANAGEMENT RELATIONS

12-82

Brown, Stanley J.

The Japanese approach to labor relations: can it work in America? Personnel, 64:20-29, April 1987.

Descriptors: *Labor-management relations--Comparative studies / *Japan.

12-83

Christiansen, E. Tatum.

Challenges in the management of diversified companies: the changing face of corporate labor relations. Human resource management, 26:363-383, Fall 1987.

Descriptors: *Labor-management relations / *Corporations.

12-84

Patterson, R. M., Jr.

Decision support systems in collective bargaining: a capacity-building measure for the public manager. Public personnel management, 16:269-280, Fall 1987.

Descriptors: *Collective bargaining--Research.

LABOR-MANAGEMENT RELATIONS (Cont'd)

12-85

Robinson, Robert K. and Diana L. Gilbertson.
The Immigration Reform and Control Act of 1986: employer liability in the employment of undocumented workers. Labor law journal, 38:658-664, October 1987.
Descriptors: *Emigration and immigration--Cases / *Emigration and immigration--Law and legislation.

12-86

Ropp, Kirkland.
Douglas Fraser: a unique perspective. Personnel administrator, 32:82-86, September 1987.
Interview with Douglas Fraser.
Descriptors: *Labor-management relations / *Unions.

12-87

Skeats, Arthur E.
Employment security: is it free? National productivity review, 6:307-313, Autumn 1987.
Descriptors: *Job security--Costs.

LABOR TURNOVER

12-88

Nelson-Horchler, Joani.
'You'll never be jobless again.' Industry week, 235:63-64+, October 5, 1987.
Descriptors: *Job security--Case studies / *Removal--Case studies / *Resignation--Case studies.

12-89

Thomas, Edward G.
Turnover rates remain stable. Management world, 16:31, September-October 1987.
Descriptors: *Labor turnover rates.

LEADERSHIP

12-90

Conger, Jay A. and Rabindra N. Kanungo.
Toward a behavioral theory of charismatic leadership in organizational settings. Academy of Management review, 12:637-647, October 1987.
Descriptors: *Leadership--Research / *Organizational behavior--Research / *Executives--Characteristics--Research.

12-91

Hammer, Tove H. and Jay M. Turk.
Organizational determinants of leader behavior and authority. Journal of applied psychology, 72:674-682, November 1987.
Descriptors: *Organizational characteristics--Research / *Leadership--Research.

LEADERSHIP (Cont'd)

12-92
Kuhnert, Karl W. and Philip Lewis.
Transactional and transformational leadership: a constructive/developmental analysis. Academy of Management review, 12:648-657, October 1987.
Descriptors: *Leadership--Research.

MANAGEMENT

12-93
Becker, Fred W., Jr. and F. Ted Hebert.
Federal contracts to perform analysis and management services: can not-for-profits successfully compete? International journal of public administration, 10:315-335, no. 4 1987.
Descriptors: *Contracts, Government--Administration / Federal government.

12-94
Brown, David S.
Management: how and where it originated. Bureaucrat, 16:28-30, Fall 1987.
Descriptors: *Management theory.

12-95
Byrne, John A.
Advice from the Dr. Spock of business. Business week, p. 61+, September 28, 1987.
Interview with Peter Drucker.
Descriptors: *Management methods.

12-96
Duffy, James A. and William J. Jeffery.
Is it time for the Chief Information Officer? Management review, 76:59, November 1987.
Descriptors: *Information management / *Information specialists.

12-97
Edmister, Robert O. and Edwin A. Locke.
The effects of differential goal weights on the performance of a complex financial task. Personnel psychology, 40:505-517, Autumn 1987.
Descriptors: *Goal setting--Research / *Performance--Research.

12-98
Erez, Miriam and P. Christopher Earley.
Comparative analysis of goal-setting strategies across cultures. Journal of applied psychology, 72:658-665, November 1987.
Descriptors: *Goal setting--Comparative studies.

12-99
Goold, Michael and Andrew Campbell.
Many best ways to make strategy. Harvard business review, 65:70-76, November-December 1987.
Descriptors: *Executive effectiveness--Research / *Leadership style--Research.

12-100
Horton, Thomas R.
Cost cutting or cost management? Management review, 76:5-6, November 1987.
Descriptors: *Cost reduction / *Cost control.

12-101
Kanter, Rosabeth Moss.
'Infotech' and corporate strategy. Management review, 76:21-22, October 1987.
Descriptors: *Information management / *Management methods.

12-102
Kanter, Rosabeth Moss and Barry A. Stein.
Unloading overload. Management review, 76:22+, November 1987.
Descriptors: *Time management / *Management methods.

12-103
Kwon, Ik-Whan and John W. Hamilton.
Measuring technology: a case study of office automation. Journal of systems management, 38:19-21, November 1987.
Descriptors: *Offices--Automation.

12-104
McGrane, James M.
Going on-line for planning and competitive intelligence. Management review, 76:55-56, October 1987.
Descriptors: *Information management / *Management methods.

12-105
Miller, George.
Make better use of your time. Supervision, 49:9-10, October 1987.
Descriptors: *Time management.

12-106
Modic, Stanley J.
Myths about Japanese management. Industry week, 235:49-50+, October 5, 1987.
Descriptors: *Management methods--Comparative studies / *Japan.

12-107
Nelson, Andre.
How to have staff meetings work for you. Supervision, 49:14-16, November 1987.
Descriptors: *Staff meetings / *Meetings.

12-108
Townson, Frank.
The task force approach: an effective instrument for public sector managers. Optimum (Canada), 18:63-72, no. 2 1987.
Descriptors: *Task forces / *Management methods / Canada.

MANAGEMENT (Cont'd)

12-109
Whitman, George.
'Robots' deliver the word from the mailroom. Administrative management, 48:19-22, November 1987.
Descriptors: *Mail management--Automation / *Automation.

MOBILITY

12-110
Rosenberg, Sam.
Economic conditions and racial differentials in male job mobility. Industrial relations, 26:291-295, Fall 1987.
Descriptors: *Mobility, Occupational--Research.

MOTIVATION

12-111
Denton, D. Keith.
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12-112
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Descriptors: *Motivation.

12-113
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Descriptors: *Motivation.

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OCCUPATIONS AND OCCUPATIONAL CHOICE

12-115
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Descriptors: *Information systems--Career opportunities.

12-116
Forcht, Karen A., Dennis J. Kulonda and William H. Moates, Jr.
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Descriptors: *Information specialists--Responsibilities / *Information management.

OCCUPATIONS AND OCCUPATIONAL CHOICE (Cont'd)

12-117
Hitt, Dorothy.
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Descriptors: *Secretaries--Training / *Secretaries--Abilities.

ORGANIZATIONAL BEHAVIOR

12-118
Allcorn, Seth.
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Descriptors: *Group dynamics.

12-119
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Descriptors: *Group dynamics--Research / *Group relations--Research / *Intergroup relations--Research.

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Smith, Kenwyn K. and David N. Berg.
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Descriptors: *Organizations--Climate / *Organizational characteristics / *Thought and thinking.

12-128

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12-129

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12-130

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Descriptors: *Overseas executives--Selection / *Overseas personnel--Selection / *Overseas personnel--Training / Literature reviews.

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12-131

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Descriptors: *Quality circles--Research.

PARTICIPATIVE MANAGEMENT (Cont'd)

12-132
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Descriptors: *Participative management / *Team development / Executives--Responsibilities.

12-133
Florkowski, Gary W.
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Descriptors: *Profit sharing--Research / Literature reviews.

12-134
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Descriptors: *Quality circles--Case studies / *Quality circles--Administration.

12-135
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Descriptors: *Management methods--Case studies / *Participative management--Case studies / *Team development--Case studies.

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Descriptors: *Participative management.

12-137
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12-138
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Descriptors: *Participative management / *Teamwork.

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Descriptors: *Participative management.

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Descriptors: *Participative management--Research / Literature reviews.

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12-141

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Descriptors: *Performance evaluation--Research / *Supervisors--Training.

12-142

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Descriptors: *Performance evaluation--Cases / *Removal--Cases.

12-143

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Descriptors: *Performance evaluation--Research / *Cognition--Research.

12-144

Kiechel, Walter, III.
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Descriptors: *Performance evaluation--Methods / *Standards of performance.

12-145

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Descriptors: *Performance evaluation--Research.

12-146

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Descriptors: *Performance evaluation--Research.

12-147

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Descriptors: *Performance evaluation / *Performance evaluation--Methods.

PERFORMANCE EVALUATION (Cont'd)

12-148

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True intercorrelation among job components, time delay in rating, and rater intelligence as determinants of accuracy in performance ratings. Organizational behavior and human decision processes, 40:369-391, December 1987.

Descriptors: *Performance evaluation--Research.

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12-149

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Descriptors: *Performance evaluation--Research / *U.S. National Bureau of Standards / Federal government.

12-150

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12-151

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Descriptors: *Performance evaluation--Administration / *Compensation administration / *U.S. Department of the Navy / *Civil service reform--Law and legislation / Federal government.

12-152

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Descriptors: *Performance evaluation--Administration / *U.S. National Bureau of Standards / Federal government.

12-153

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Descriptors: *Performance evaluation--Research / *U.S. National Bureau of Standards / Federal government.

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12-154

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Descriptors: *Personnel information systems--Evaluation.

PERSONNEL ADMINISTRATION (Cont'd)

12-155
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Descriptors: *Personnel policies--Costs / *Sick leave--Costs / *Labor turnover costs / Federal government.

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12-156
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Descriptors: *Personnel departments--Research.

PERSONNEL POLICIES

12-157
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Descriptors: *Civil rights--Cases / *Medical and physical examinations--Cases.

12-158
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Descriptors: *Smoking--Case studies / *Health, Employee--Case studies.

12-159
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Descriptors: *AIDS (Disease) / *Medical and physical examinations.

12-160
Pavone, Thomas S., Jr.
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Descriptors: *Handbooks, Employee.

12-161
Pinney, John M.
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Descriptors: *Smoking / *Employee health and medical care.

12-162
Tallman, William G.
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Descriptors: *Drugs / *Personnel policies--Case studies / Municipal government.

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12-163

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Descriptors: *Performance--Research.

12-164

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Descriptors: *Test validity--Research / *Prediction of occupational success--Research.

12-165

Murphy, Kevin R.

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Descriptors: *Polygraphy--Research / *Lie detectors and detection--Research.

12-166

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Descriptors: *Sex roles--Research / *Role perception--Research.

12-167

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Descriptors: *Work values--Research / *Perception--Research.

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Descriptors: *Position classification--Administration--Evaluation / Federal government.

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12-169

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Descriptors: *Privatization--Evaluation / *Great Britain.

PRIVATIZATION (Cont'd)

12-170
Magnusson, Paul.
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Descriptors: *Privatization.

PRODUCTIVITY

12-171
Farrell, David T.
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Descriptors: *Productivity improvement / *Quality control.

12-172
Gritzmacher, Karen J.
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Descriptors: *Productivity improvement.

12-173
Herzog, John P.
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Descriptors: *Productivity improvement / *Management information systems / Canada.

12-174
Hollenbeck, John R. and Arthur P. Brief.
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Descriptors: *Performance--Research / *Goal setting--Research.

12-175
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Descriptors: *Productivity improvement / *Human engineering.

12-176
Price, Kenneth H.
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Descriptors: *Performance--Research / *Organizational behavior--Research.

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12-177

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Descriptors: *Productivity improvement / *Public administration / *Contracts, Government / Federal government.

12-178

Sandelands, Lloyd E. and Bobby J. Calder.

Perceptual organization in task performance. Organizational behavior and human decision processes, 40:287-306, December 1987.

Descriptors: *Performance--Research / *Cognition--Research / *Perception--Research.

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12-179

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Descriptors: *Professional employees--Research / *Success in employment--Research.

12-180

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An exploration of climates for technical updating and performance. Personnel psychology, 40:539-563, Autumn 1987.

Descriptors: *Professional employees--Training--Research.

PROMOTION

12-181

Harvey, Ellen K. and John R. Schultz.

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Descriptors: *Promotion / Federal government.

PUBLIC ADMINISTRATION

12-182

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Descriptors: *Transitions, Presidential / *Political executives--Abilities.

12-183

Goodsell, Charles T.

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Descriptors: *Public administration / *Bureaucracy.

12-184

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Descriptors: *City managers--Certification / *Public administration / *Municipal employees--Certification / Municipal government.

PUBLIC ADMINISTRATION (Cont'd)

12-185
Jones, James W.
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Descriptors: *Purchasing agents--Responsibilities / *U.S. Department of the Air Force / *Purchasing, Government--Administration / Federal government.

12-186
Moe, Ronald C.
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Descriptors: *Public administration--History / *Public administration--Theory / Federal government.

12-187
Schorr, Philip.
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Descriptors: *Government service as a career--Research / *Public administration--Theory.

12-188
Wilson, David L.
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Descriptors: *Property management / *U.S. General Services Administration.

REDUCTION IN FORCE

12-189
Robertson, James M.
Downsizing to meet strategic objectives. National productivity review, 6:324-330, Autumn 1987.
Descriptors: *Reduction in force / *Cost reduction--Methods.

REMOVAL

12-190
Baskin, Maurice.
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Descriptors: *Removal--Cases / *Handbooks, Employee--Cases.

12-191
Briggs, Steven.
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Descriptors: *Removal--Cases / *Job sharing--Cases / *Unions.

12-192
Koys, Daniel J., Steven Briggs and Jay Grenig.
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Descriptors: *Removal--Cases / *Removal--Comparative studies.

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12-193
Perkins, Donald S.
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Descriptors: *Employee outplacement--Case studies / *Placement--Case studies.

12-194
Reiss, Michael and Dennis Kenny.
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Descriptors: *Removal / *Removal--Law and legislation.

RETIREMENT

12-195
Blanchard, Judith A. and John R. Adams.
Footing the bill for FERS. Bureaucrat, 16:53-55, Fall 1987.
Descriptors: *Retirement--Comparative studies / *Retirement--Costs / Federal government.

12-196
Stein, Michael K.
Retirement planning: go with the flow. Best's review (Life/health insurance edition), 88:63-64+, October 1987.
Descriptors: *Retirement planning.

SAFETY

12-197
Lippert, Fred G.
Punish or prevent? Supervision, 49:19-20, November 1987.
Descriptors: *Accidents--Prevention.

12-198
Welter, Therese R.
Averting disaster. Industry week, 234:34-35+, September 21, 1987.
Descriptors: *Industrial safety / *Risk / *Management methods.

SECURITY

12-199
Copeland, Lennie.
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Descriptors: *Security / *Travel.

12-200
O'Carolan, Tarl.
Security as a management tool. Personnel administrator, 32:61-62+, September 1987.
Descriptors: *Security program / *Industry--Security measures.

SUPERVISION

12-201
Farrant, Alan W.
Be your own supervisor. Supervision, 49:3-5, November 1987.
Descriptors: *Supervision--Methods.

12-202
Nelson, Andre.
Are there differences between baseball managing and supervising? Supervision, 49:6-8, October 1987.
Descriptors: *Supervisors--Responsibilities / *Supervision.

12-203
Wright, Phillip C.
Corporate culture--one more time! Supervision, 49:14-16, October 1987.,
Descriptors: *Supervisors--Responsibilities / *Organizations--Climate.

THOUGHT AND THINKING

12-204
Guterl, Fred V.
The art of managing creativity. Business month, 130:34-37, October 1987.
Descriptors: *Creative ability / *Creative thinking.

TRAINING

12-205
Bardsley, Carolyn A.
Improving employee awareness of opportunity at IBM. Personnel, 64:58-63, April 1987.
Descriptors: *Employee development--Case studies / *Training--Case studies.

12-206
Hines, Terence.
Left brain/right brain mythology and implications for management and training. Academy of Management review, 12:600-606, October 1987.
Descriptors: *Training--Research / Literature reviews.

12-207
Kiechel, Walter, III.
New debate about Harvard Business School. Fortune, 116:34-36+, November 9, 1987.
Descriptors: *Business education--Evaluation / *Master of Business Administration degree--Evaluation.

12-208
Mulligan, Thomas M.
The two cultures in business education. Academy of Management review, 12:593-599, October 1987.
Descriptors: *Business education--Research / Literature reviews.

WOMEN--EMPLOYMENT

12-209

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Contents: Day care for sick children is difficult problem to solve for employees and employers; Demand exceeds capacity in child care centers, by Miriam Basch Scott; Employers consider on-site child care centers; Voucher programs for child care help employees; Child care: soon just a part of doing business; Explore day care for mildly ill children; More children in day care as more mothers work.

Descriptors: *Day care centers--Comparative studies / *Mothers--Employment.

12-210

Seymour, Sally.

The case of the mismanaged Ms. Harvard business review, 65:77-87, November-December 1987.

Descriptors: *Women--Attitudes toward--Case studies / *Women--Discrimination--Case studies / *Sexual ethics--Case studies.

WORKFORCE PLANNING

12-211

Briegel, William E.

Challenge 2000: how the rules are changing for managers. Management world, 16:3, September-October 1987.

Descriptors: *Workforce planning.

12-212

Labor's human resource planning system. JFMIP news (Joint Financial Management Improvement Program), p. 4-5, Fall 1987.

Descriptors: *Workforce planning / *U.S. Department of Labor / Federal government.

12-213

Levitan, Sar A.

Beyond "trendy" forecasts: the next 10 years for work. Futurist (World Future Society), 21:28-32, November-December 1987.

Descriptors: *Workforce planning / *Future studies / *Futures (of society)--Research.

12-214

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Partial contents: Overview and implications of the projections to 2000, by Ronald E. Kutscher; Labor force projections: 1986 to 2000, by Howard N. Fullerton, Jr.; Industry output and employment through the end of the century, by Valerie A. Personick; A look at occupational employment trends to the year 2000, by G. T. Silvestri and J. M. Lukasiewicz.

Descriptors: *Labor force--Statistics / *Labor force--Research / *Workforce planning--Research.